

4.6 CONTROL INFORMATION

Introduction

The set of Control Information screens allow you view and/or update the following types of processing control information for an ID:

- Name and address
- Check-in and collection
- Follow-up
- Status
- Classification
- Sampling

Processing control information is contained in 2 different files in StEPS: Master Control File and Stat Period Control File.

1. Master Control

There is one Master Control file per survey. The ID data stored in the Master Control file typically does not change from one stat period to the next. Examples of ID information contained in the Master Control file include: name, address, city, state, zip, contact, phone number, predecessor ID, successor ID.

2. Stat Period Control

There is one Stat Period Control file per survey per stat period. The Stat Period Control file contains ID information that will typically change from one stat period to the next. Examples include: mailout date, check-in date, status code, edit date, bypass flags, data source, sampling information, refusal codes, etc.

The Control Information screens display select variables from both the Master Control and Stat

Period Control files. Since space on the screen is limited, a second screen was designed to display the remaining control file variables. You can access this other screen by clicking on the “Other Control File Variables” button. Survey specific variables located on either the Master or Stat Period Control Files are also displayed on a separate screen, which can be accessed by selecting the “Survey-Specific Variables” option.

Accessing the Screen

- Click on the REVIEW AND CORRECTION button from the StEPS Main Menu.
- Select Option 1 - Review & Correction via selection set. This will display the Review and Correction Main Menu.
- From the Review and Correction Main Menu, choose a selection set to process. (See Chapter 4.1 for more information on accessing and creating selection sets.)
- Select the GOTO pmenu option.
- Select “Control Data”.
- Select “Control Information” to display the following:

Figure 4.6 Control Information Screen

Screen Features

The Control Information screen contains 8 categories of control information:

- Name and Address
- Check-in and Collection
- Processing
- Status
- Classification
- Collection and Follow-up Technologies
- Edit Results
- Sample

The tables in sections 4.6.1 through 4.6.8 give detail information on the fields in each category.

The first line on the Control Information screen contains the ID, Survey, Stat Period, and SELSET (selection set) fields. Of these, only the ID field is correctable. The ID field allows you to access the control information for a specific respondent in the survey.

ID

- Displays the ID associated with the control information on the screen.
- You can access a specific case ID in the selection set by:
 1. Keying an ID in the ID field and pressing <ENTER>.
 2. Clicking on the arrow in the ID field to bring up an ID pick list of all IDs in the selection set.
 - ID and NAME1 will be displayed in the pick list in ascending ID order.
 - The vertical scroll bar on the right side of the pick list will allow you to scroll through IDs in the selection set.
 - Choose an ID by clicking on it with the mouse.
 - Search for a particular ID by clicking on the FIND button. You will be prompted to enter a string (partial ID). Click on “OK”. The ID pick list will display possible matches, beginning with the 1st occurrence of the ID matching the string entered.
 3. Pressing the F4 or F5 keys. F4 will take you to the previous ID and F5 will take you to the next ID sequentially in the selection set.
 4. Clicking on the UTILITIES pmenu option and choosing “Next ID” or “Previous ID”.

SURVEY

- Displays the survey currently being processed.
- Field not correctable.
- To change the survey, you must access the Survey Selection screen from USER SETUP (See Chapter 1.1).

STAT PERIOD

- Displays the default stat period currently being processed.
- Field not correctable.
- To change the stat period, you must access the Survey Selection screen from USER SETUP (See Chapter 1.1).

SELSET

- Displays the filename of the selection set currently being processed. (See Chapter 4.1 for more information regarding selection sets.)
- Click on the SELSET field to display a description of the selection set.
- Field not correctable.
- To access a different selection set or create a new one, return to the Review and Correction Main Menu.

4.6.1 NAME and ADDRESS

All fields are correctable. See 4.6.11.

Field	Description	Valid Entries
Form	Number of the form sent to the respondent	10 alphanumeric characters
Type	Flag to identify the type of reporting unit	00 Company-level record 01 Company subgrouping 10 EI-level record 11 EI subgrouping 20 Non payroll EI-level record 21 Non payroll EI subgrouping Multiunits: 30 Establishment-level record 31 Combined establishments 32 Recoded establishment (due to alphabetic plant) Single units: 40 Establishment-level record Other: 50 Non-employers
Contact	Identifies the company contact person	36 alphanumeric characters
Phone	Telephone number of contact person	14 numeric characters (includes extension)
Fax	Fax number for ID	10 numeric characters (area code + phone number)
ATTN	Attention field - line that appears first on the mailing label; includes name of department or individual that receives the questionnaire	36 alphanumeric characters
Name1	Name of reporting unit	36 alphanumeric characters

Field	Description	Valid Entries
Name2	Third line of mailing label; contains any appropriate continuation of Name1 or other information	36 alphanumeric characters
Street	Street address of the mailing unit	36 alphanumeric characters
City	City location of the mailing unit	24 alphanumeric characters
ST	State location of the mailing unit	2 alphabetic characters
Zip	Zip code of the mailing unit	9 numeric characters
Mail Group	<p>Mail group code; used to identify whether a report form is mailed directly to the reporting unit or mailed to a central location</p> <p>Example: For multiunits, might assign several plants a Mail Group code of "10". Forms for all plants with Mail Group = "10" would be sent to a designated address as specified on the central.survlib.mailgrpfile</p>	<p>blank Mail directly to the reporting unit</p> <p>2 numeric characters</p>

4.6.2 CHECK-IN and COLLECTION

All fields correctable. See 4.6.11.

Field	Description	Valid Entries
Collection Date	Date form was originally mailed (or initial collection attempt made)	YYMMDD format
Check-in Date	Date case was checked-in (received from respondent)	YYMMDD format
Extension Date	Revised <u>due date</u> of form (for this ID)	YYMMDD format
Batch Date	Date of batch update; date that the batch containing the data for this case was keyed (or recorded electronically)	YYYYMMDD format
Collection Num	Collection number; number that identifies which data collection attempt the case is to be processed with	<p>1 numeric character:</p> <p>blank or '0' for non-mail case</p> <p>1 1st data collection attempt (default)</p> <p>2 2nd data collection attempt</p>

Field	Description	Valid Entries
Data Source	Source of data response for this case	A Analyst phone contact C CATI E EDI F Report form keyed via Key Entry 3 I Internet J Clerk phone contact O Other P CAPI Q CSAQ R Respondent phone-ins S Self-filer T TDE X Fax blank - Case has not been checked-in/ satisfied
Special Proc Code	Special processing code; set by survey to indicate special handling prior to mail	2 alphanumeric characters
Data Rec'd Ctr	Data received counter; number of times data received for this case (Used only for cases that are "keyed".)	Numeric

4.6.3 PROCESSING

All fields are correctable. See 4.6.11.

Field	Description	Valid Entries
Importance	Importance indicator; indicates the importance of this ID based on survey-specific criteria (not used by all surveys)	Numeric
Track Indicator	Indicates current processing stage of this ID	7 characters EDIT* FOLLUP1 FOLLUP2 FOLLUP3 FOLLUP4 FOLLUP5 SENT RECEIVD * EDIT will not be set on the bypassed records when the Edit is run.

Field	Description	Valid Entries
Track Date	Date that the most recent value for Track Indicator was added to the control file	YYMMDD format
Bypass Flags	Indicates whether an ID should be included in various types of processing.	BYEDIT: blank Edit this ID B Do not edit this ID BYSIMP: blank Perform simple imputation on this ID B Do not perform simple imputation on this ID BYGIMP: blank Perform general imputation on this ID B Do not perform general imputation on this ID BYIMPB: blank Include this ID in the imputation base B Do not include this ID in the imputation base BYBUR: blank Replace data through batch update B Do not replace data through batch update BYSPLT: blank Split this ID B Bypass split for this ID and all its children
Referral Flag	Flag to indicate analyst should look at case (usually set by clerk in DPD)	blank No referral 1 Out-of-business 2 Out-of-scope 3 Change in structure 4 Significant change in data or non-response items 5 Consolidated reporting 6 Other 7 Reporting arrangement 8 Survey refusal 9 Late receipt H Historic receipt R Receipt after first receipt C Contact Information research
Data Batch Number	For keyed surveys, the batch number of the keying work unit that contains the keyed data (assigned in DPD)	4 alphanumeric characters

Field	Description	Valid Entries
Data Seq Number	Data sequence number; sequence # of the case within the data batch	3 numeric characters
Transmission File	Name of the data transmission file in which this ID was located	12 alphanumeric characters
Refusal Indicator	Indicates if this ID is a refusal or pending refusal	blank Not a refusal R Refusal S Soft refusal (respondent hasn't reported over a period of time but has not actually 'refused')
Refusal Category	Indicates reason the ID is a refusal	blank Not a refusal 10 Respondent not have resources 11 Survey too long/complicated 12 Respondent - too many surveys/ reported too long 14 Data unavailable within reporting period 15 Respondent not see value of survey/data 16 Respondent concerned about confidentiality 17 Congressional 18 Other
Reserve Field	Survey-specific field	12 alphanumeric characters
Comparable Data Flag	Indicates data in a particular stat period is not comparable with either the prior or subsequent period	blank or Y The data is comparable N A change in business composition: form data and the forward linked data will have different values

4.6.4 STATUS

All fields are correctable. See 4.6.11.

Field	Description	Valid Entries
P/C Flag	Parent/Child flag; indicates if record is a 'parent' or 'child'; used when form is sent to parent and items must be split between children records (See Chapter 4.13 for more information.)	P Parent record C Child record blank Not applicable

Field	Description	Valid Entries
Parent ID	For children IDs, ID of parent organization	16 alphanumeric characters
Status Code	Indicates if a case is active or inactive for a given stat period	A Active I Inactive
Effective Date	Date the action (e.g., Add, Delete, Ghost) actually occurred on the ID	YYMMDD format
Effective Statp	Effective stat period; stat period in which the action (e.g., Add, Delete, Ghost) took effect for the ID	YYYYpp format
Action Code	Code to indicate the latest action that occurred on this ID to render it active or inactive	A Add D Delete G Ghost M Merge V Reserve S Restore
Source	Code to identify the origin of an ID status change	1 Birth 2 Analyst 3 DPD 4 SSEL 5 BMF 6 Reconciliation 7 IRS 8 ISPN 9 Other
Coverage	Coverage code; identifies the reason for the change of status action (e.g., Add, Delete, Ghost, Merge, Restore, Reserve)	Click on arrow in field to bring up a pick list of valid coverage codes
Future Flag	Flag to indicate that an action will take place on this ID in a future stat period	Y Future action exists N No future action exists
Link Flag	Flag to indicate if prior data is to be linked with the successor ID (when a status change takes place)	Y Yes N No blank not applicable
Pred ID	Predecessor ID; ID of case <u>prior to</u> ghost or merge action	16 alphanumeric characters
Succ ID	Successor ID; ID of case <u>after</u> a ghost or merge action	16 alphanumeric characters
Pre-Bus Regis ID	Old StEPS ID at the time of the switch to new business register ID	10 alphanumeric characters
Bus Register ID	The business register ID	16 alphanumeric characters

4.6.5 CLASSIFICATION

All fields are correctable. See 4.6.11.

Field	Description	Valid Entries
SIC	Standard Industrial Classification Code	6 numeric characters
SICRCD	Standard Industrial Classification Recode (for surveys that use special groupings of SIC codes for sampling/tabulation purposes)	6 numeric characters
NAICS	North American Industry Classification Code	8 numeric characters
Ind. Category	A recode of the ID's industry or NAICS classification	3 alphanumeric characters
Bridge	Code to link NAICS codes to SIC codes	6 numeric characters
FIPS State	FIPS state code; used for geographic tabbing	2 numeric characters
Census State	Census state code; used for geographic tabbing	2 numeric characters
PPN	Permanent Plant Number	10 numeric characters
EIN	Employer Identification Number	9 numeric characters
Alpha	Company ID	6 numeric characters
Old Alpha	Former Company ID	6 numeric characters
Non-standard cross-tab codes	XTB1-XTB5; used in surveys that do 'non-standard' tabulations (user can control the BY variable in estimation)	3 alphanumeric characters

4.6.6 COLLECTION and FOLLOW-UP TECHNOLOGIES

All fields are correctable. See 4.6.11

Field	Description	Valid Entries
Collect Tech	Collection technology; <u>initial</u> collection technology used to collect the data from the respondent	A Analyst/clerk phone contact C CATI E EDI F Form I Internet N No collection O Other P CAPI Q CSAQ S Self-filer T TDE W Not mailed - imputed from administrative data X PFIRS (fax form) Y Counterpart; no collection for monthly or quarterly survey, include in counterpart mailing
Follow-up 1	Technology used for 1 st follow-up	A Analyst phone contact C CATI E EDI F Form I Internet J Clerk phone contact LT Letter reminder LX Letter reminder w/fax N No follow-up O Other P CAPI PC Post card reminder Q CSAQ T TDE TR Telephone reminder W Not mailed - computed from admin data X PFIRS (fax form)
Follow-up 2	Technology used for 2 nd follow-up	Same as Follow-up 1
Follow-up 3	Technology used for 3 rd follow-up	Same as Follow-up 1
Follow-up 4	Technology used for 4 th follow-up	Same as Follow-up 1
Follow-up 5	Technology used for 5 th follow-up	Same as Follow-up 1

4.6.7 EDIT RESULTS

System data. Cannot be updated from this screen.

Field	Description	Valid Entries
Edit P/F	Edit pass/fail flag; indicates if the case has passed or failed survey-level edits	blank Not yet edited F Failed an edit P Passed all edits
Edit Date	Date <u>survey</u> edit was last run	YYMMDD format
Edit Ctr	Edit counter; number of times survey edit ran (counter only incremented if edit run via the “script” option.)	Numeric
Resp Code	Response code; indicates whether respondent has satisfied the major requirements of the survey	blank Initial setting at start of stat period A ID is delinquent; “Non-response adjustment” will be performed I ID is delinquent; Data will be imputed in general imputation Y Data requirements have been satisfied and respondent is <u>not</u> considered “delinquent”
Resp Date	Response date; date response code was last updated	YYMMDD format
Imp Switch	Flag used for ID (not item) imputation (may classify the births and deaths for imputation techniques)	F ID needs imputation of data for entire stat period (Others to be defined)

4.6.8 SAMPLE

All but one field correctable. See 4.6.11

Field	Description	Valid Entries
Beg Statp	Beginning stat period; stat period in which this ID entered the survey. (CANNOT UPDATE)	YYYYpp format
Sample Weight	Weight designated at time of sampling	Numeric
Weight	Weight used to calculate WDDATA on the item record	Numeric
Gen Weight 1	Generalized Regression Weight 1	Numeric
Gen Weight 2	Generalized Regression Weight 2	Numeric
Gen Weight 3	Generalized Regression Weight 3	Numeric
Weight Switch	Field used in creating an ID-level record from the ITEM records that are to be used in estimation	D Deleted ID K Killed ID N Unweighted ID O Outlier ID Y Weighted ID Z Zeroed-out ID
Panel	Used by surveys to designate which data are collected in monthlies	1 alphanumeric character 0, 1, 2.....
Stratum	Special classification used for selection of the sample	6 alphanumeric characters
Samp Code	Sample code; code to denote information about how/why case was selected into sample	2 characters; survey-specific
Random Grp	Random group; used in some variance and composite estimate programs	2 alphanumeric characters

4.6.9 STAT PERIOD UPDATE INFORMATION

Information on the bottom of the screen that identifies the last user/program to update the Stat Period Control file.

Last User to Change Record	Last user to change stat period control record for this case
Program	Last program to update the stat period control record for this case
Date	Date that the stat period control record for this case was last updated

4.6.10 OTHER CONTROL FILE VARIABLES

Because not all fields from the control files will fit on the Control Information screen, StEPS has provided 2 additional screens to display the remaining fields. These can be accessed by clicking on one of the 2 buttons at the bottom of the screen:

- Other Control File Variables
- Survey Specific Variables

Click on the “Other Control File Variables” button to display the screen shown as 4.6.10. (Details on the “Survey Specific Variables” button are found in section 4.6.12.)

SAS: Additional Control File Variables

Edit Help Exit

Disclosure Prohibited - Title 13 U.S. Code Date: 29JAN04:09:18:20

ADDITIONAL CONTROL FILE VARIABLES

ID: 00033030304 Survey: NSURV Stat Period: 2000A1

Other Contact Information

Contact Title (CTITLE):

Contact Address (CADDR):

Contact Name 2 (CONTN2):

Contact Title 2 (C2TTL):

Phone 2:

Internet Address (INTNET):

Email Contact 1:

Email Contact 2:

Other Status Information

Latest Action on ID (LTACT): 0 Beginning Source Code (BSRCE): 1

Latest Effective Date (LTDTE): 040122 BMF Activity (BMFACT):

Latest Effective Stat Period (LTSTAT): 2000A1 BMF Cycle (BMFCYC):

Other Control Information

Old Name1: JANE DOE

Survey Frequency Code (FRQCDE): A

Current-to-Prior Comparison (CPSTAT): A

ID Must Case (MUST):

FIPS County Code (FIPCTY):

Consolidated Reporters

	2000A1	1999A1	1998A1
Big Sister ID:	N/A	N/A	N/A
UC Percent:	.	.	.

Internet Collection

System User Name:

Password:

Clear

Figure 4.6.10 Other Control File Variables screen

This screen displays the following fields. Unless noted, all are correctable. (See 4.6.11.)

OTHER CONTACT INFORMATION

Field	Description	Valid Entries
Contact Title	Title of the contact person	36 alphanumeric characters
Contact Address	Address of the contact person	36 alphanumeric characters
Contact Name 2	Identifies a 2 nd company contact person	36 alphanumeric characters
Contact Title 2	Identifies the title of the 2 nd company contact person	36 alphanumeric characters
Phone 2	Telephone number of 2 nd contact person	10 numeric characters
Internet Address	Internet e-mail address for respondent	60 alphanumeric characters

OTHER STATUS INFORMATION

Field	Description	Valid Entries
Latest Action on ID	Last action (add, delete, ghost, etc.) taken on this ID	A Add D Delete M Merge G Ghost V Reserve S Restore
Latest Effective Date	Effective date of "latest action"	YYMMDD format
Latest Effective Stat Period	Effective stat period of "latest action"	YYYYpp
Beginning Source Code	Indicates how this ID was added to the survey initially.	1 Birth 2 Analyst 3 DPD 4 SSEL 5 BMF 6 Reconciliation 7 IRS 9 Other
BMF Activity	Business Master File activity status for Employer Identification (EI) sampling units; field updated quarterly	A Active I Inactive

Field	Description	Valid Entries
BMF Cycle Date	Date corresponding to the year and cycle for the BMF activity; field updated quarterly	YYYYWW where YY = year and WW = week (01-52)

OTHER CONTROL INFORMATION

Field	Description	Valid Entries
Survey Frequency Code	Frequency of collection for the survey	M Monthly Q Quarterly N Biennial (every 2 nd year) A Annual S Annual Supplement B Biannual (2x's a year) D Quadrennial T Triennial U Quinquennial
Current-to-Prior Comparison	Current-to-prior stat period comparison Each stat period, values for A, B, and I are set. R's and S's are assigned at time case is added. Once set, these fields are not changed until the following stat period (Note: R's and S's will become B's or I's in the next stat period)	A Add (new case, added at beginning of stat period) B Both (case active in both current and prior stat periods) I Inactive (case inactive at beginning of stat period) R Reactivation (new active case, reactivation) S Supplemental birth (new active case, supplemental birth)
ID Must Case	Data required for this case (determination for this is survey-specific)	M 'Must' case blank Not a 'must' case
FIPS County Code	FIPS county code used for geographic tabbing	3 numeric characters

CONSOLIDATED REPORTERS

(See Section 4.6.12 for details on setting up Big Sister/Little Sister items)

Field	Description	Valid Entries
Big Sister ID (BSID)	The company ID from the survey form that comprises the reported data from subsidiaries or affiliates	16 alphanumeric characters
UC Percentage	Percentage of data from Big Sister ID to be unconsolidated and assigned to this Little Sister ID (LSID)	numeric 8.6

INTERNET COLLECTION

Field	Description	Valid Entries
System User Name	Name assigned to respondent to use for electronic reporting	11 alphanumeric characters
Password	Password for electronic reporting	Minimum of 8 alphanumeric characters

4.6.11 MAKING CORRECTIONS

- To enter or correct data on the Other Control Variables screen:
 1. You must have the proper user privileges (DATAPRIV = 'U' or 'P').
 2. The variable must be specified in the Control Data Dictionary as being a correctable field (CORFLG = 'U' or 'P').
- Use the tab keys, arrow keys, or mouse to position the cursor on the field to be corrected.
- You may type over an existing value, or delete the contents of a field and then enter a value. (Delete one character at a time using the DELETE key or press F6 to delete the entire contents of a field.)
- For fields having arrows "▶", click on the arrow to bring up a pick list of potential entries. Make a selection from the pick list by clicking on it with the mouse.
- To enter a check-in date:
 1. Enter the date in YYMMDD format directly in the field, or
 2. Click on the arrow in the field to bring up the following screen:

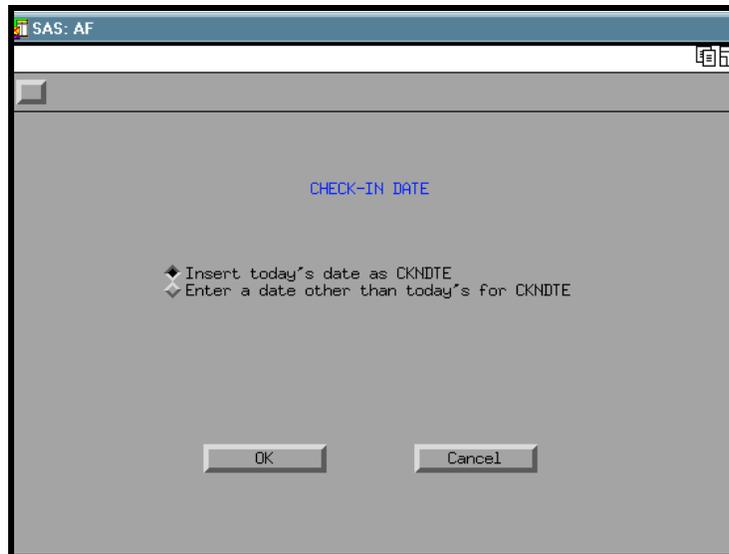


Figure 4.6.11a Check-in Date Screen

- This screen provides 2 options:
 1. Have today's date inserted as the check-in date, or
 2. Enter a date other than the current date as the check-in date

Option 1 is the default. Click on "OK" to insert the current date into the check-in date field. To enter a different date, choose Option 2. You will be prompted to enter a date in YYYYMMDD format (where YY = year, MM = month, and DD = day).

- To enter an extension date:
 1. Enter the date in YYYYMMDD format directly in the field, or
 2. Click on the arrow in the field to display the following:



Figure 4.6.11b Extension Date Screen

- You are provided with 2 options:
 1. Enter the extension date in YYYYMMDD format, or
 2. Have the latest allowable extension date (specified at the survey-level in VSTATP) inserted as the extension date. If a “latest allowable extension date” has not been specified for your survey, a note will display, indicating this.

- Once you have completed all changes to an ID, you can save the changes by:
 1. Selecting the “Apply corrections” option from the EDIT pmenu.
 2. Pressing F2.

- Cancel corrections by exiting the screen without applying the corrections.

- You must apply corrections before exiting a screen. If you attempt to exit the screen without first applying the corrections, a warning message will display:

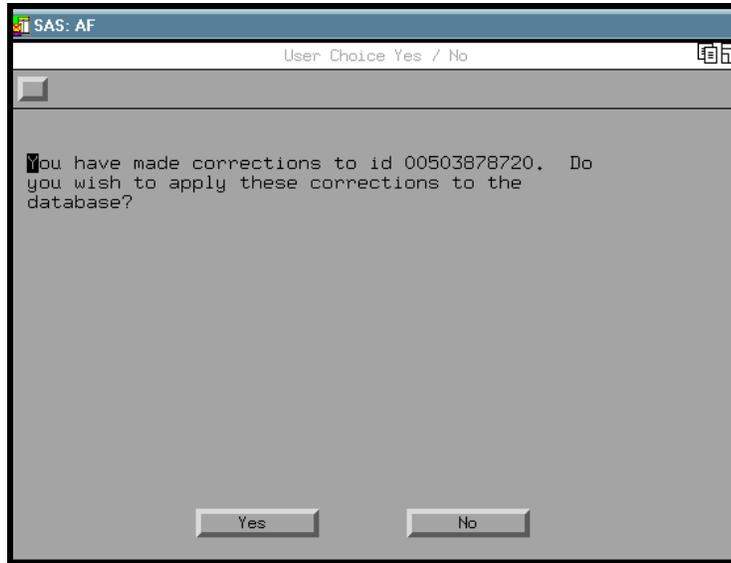


Figure 4.6.11c Apply Corrections Confirmation Screen

1. Click on “Yes” to apply the corrections.
 2. Click on “No” to cancel the changes.
- An audit trail will be created for all corrections applied to the database. This audit trail will include the following fields:

SURVEY	Survey name
STATP	Statistical period
ID	Case ID
VARNME	Control variable name
FILE	Indicates the file in which the control variable is located (CT - Master Control, C1 - Stat Period Control)
TYPE	Indicates the type of value stored for the variable (N - numeric, C - character, D - date)
OLDVAL	Value of variable before change
NEWVAL	Value of variable after change
FORMAT	Format used for numeric value or dates
USRNME	Name of user who made the change
PRGNME	Name of program to update the value
PRGDTM	Date/time the update took place

- To access the Control Data Audit Trail:
 1. Click on “Control Data” from the GOTO pmenu.
 2. Click on “Audit Trail”.
 3. Choose “Control Audit by ID” or “Control Audit by Date”.

NOTE: FOR MORE INFORMATION ON THE CONTROL AUDIT TRAIL, SEE CHAPTER 4.11.

4.6.12 SURVEY SPECIFIC VARIABLES

Survey specific variables are used by surveys that need a control variable that is not standard on the master or stat period control files. Most surveys will not have a survey-specific control variables, so for many, this option will not be available. If you attempt to use this button for a survey that does not have survey-specific control variables, a message will display, indicating that no survey-specific control variables exist. Otherwise, click on the “Survey Specific Variables” button to display the following options:



- A. Click on the ‘Stat Period Control File (C1)’ option to access the screen to view and update values for all survey specific variables that are located on the stat period control file for the specified ID. You will see the screen shown as Figure 4.6.12 with the label “Stat Period Control File Variables” in the upper left-hand corner.
- B. Click on the ‘Master Control File (CT)’ option to access the screen to view and update values for all survey specific variables on the master control file for the specified ID. You will see the screen shown as Figure 4.6.12 with the label “Master Control File Variables” in the upper left-hand corner. The screens are identical except for the label in the upper left corner.

NOTE: Survey specific variables will appear on either screen only after they have been added to the control data dictionary and applied to the respective files (CT or C1). See Chapter 2, Section 2.1.2 of the StEPS user manual on adding individual and group survey specific variables.

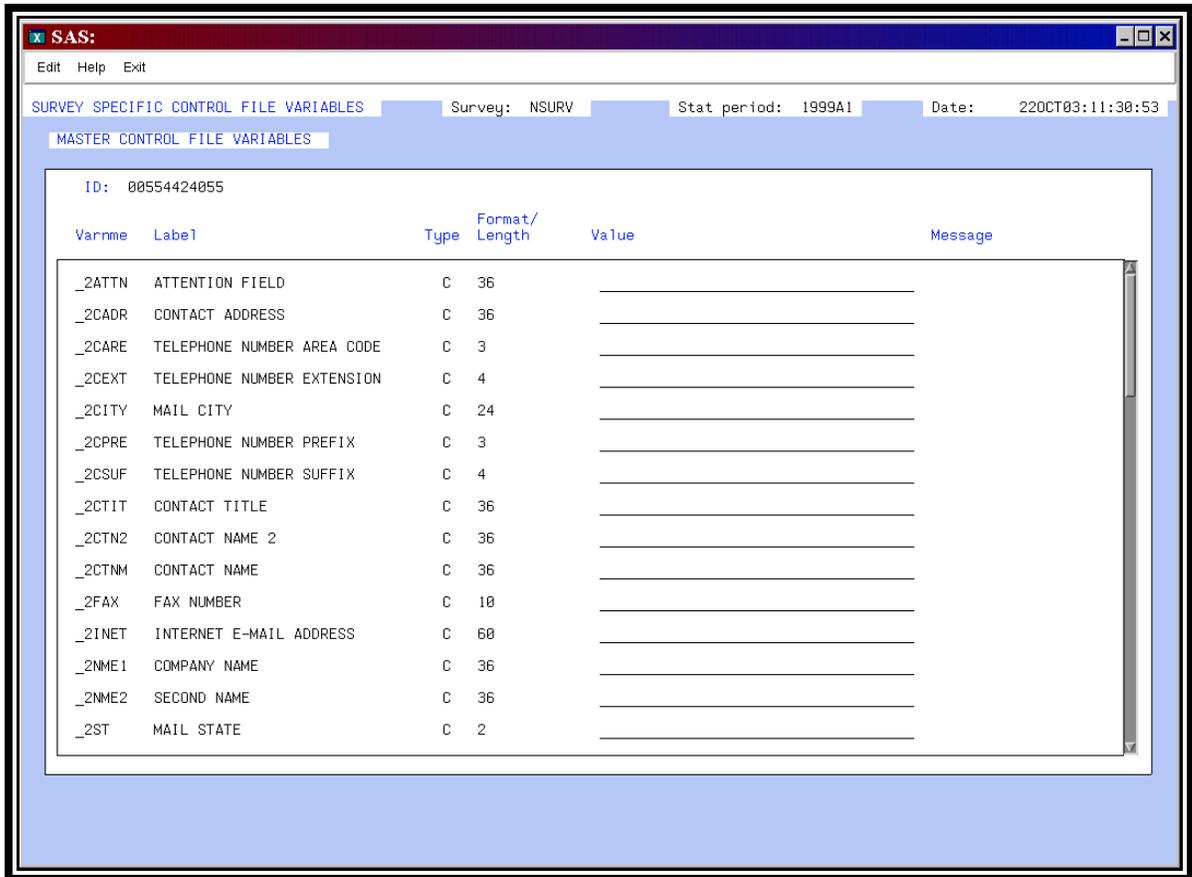


Figure 4.6.12 Survey Specific Variables screen for master control file (CT) variables. The screen for survey-specific variables from the Stat Period Control File (C1) is identical except for the screen identification label in the upper left-hand corner.

SURVEY SPECIFIC VARIABLES INFORMATION

Field	Description
Varname	Name of the control variable as it appears on the master or stat period control file.
Label	A description of the control variable specified in the 'Varname' field.
Type	Indicates how the variable is stored in the master and stat period control file. (e.g. C= Character; N=Numeric; D=Date)
Format/Length	Indicates the length of the control variable if the TYPE is a character.
Value	The value for the control variable specified in the 'Varname' field.

- To enter or correct data on the Survey Specific Variables screens:
 1. You must have the proper user privileges (DATAPRIV = 'U' or 'P').
 2. The variable must be specified in the Control Data Dictionary as being a correctable field (CORFLG = 'U' or 'P').
- Use the tab keys, arrow keys, or mouse to position the cursor on the field to be corrected.
- You may type over an existing value, or delete the contents of a field and then enter a value. (Delete one character at a time using the DELETE key or press F6 to delete the entire contents of a field.)
- After you complete all changes to an ID, save the changes by:
 1. Selecting the "Apply corrections" option from the EDIT pmenu.
 2. Pressing F2.
- Cancel corrections by exiting the screen without applying the corrections.
- An audit trail will be created for all corrections applied to the database.

4.6.13 CONSOLIDATED REPORTERS

A major problem for analysts occurs when an organization that received individual forms for each subsidiary or affiliate responds by reporting data for all these units on one form. The Consolidated Reporter screen allows an analyst to apportion item values reported on the consolidated form among the various business units, thus providing the detail data needed by the survey. The definitions for this process are:

Big Sister ID (BSISID)	The company ID on the survey form that has reported data
Little Sister ID (LSID)	The company or companies that are subsidiaries or affiliates of the Big Sister ID and HAVE NOT reported data.

NOTE: Two other situations are beyond the scope of StEPS Consolidated Reporter processing. "Cousins" are companies that have businesses and services that cross over two or more surveys. These are processed manually. "Step Sister IDs" are companies with businesses and services that cross over two or more form types. These are not a common except in SAS surveys and will be handled by survey-specific rules.

4.6.13.1 Setting Up The Consolidated Reporter Process

- Set the CONFLG field in the Item Dictionary

Each survey item to be “unconsolidated” must have the CONFLG field in the Item dictionary correctly populated. This flag indicates the action the consolidated reporter process is to take when breaking up each survey item:

- U - Unconsolidate the item. The edited value will be a percentage of the original value for each sister ID (as specified in the “Little Sister ID Table, described below).
- C - Copy the item. The edited value will be a duplicate of the original.
- M - Mark the item as missing. The item will be reported as missing for all Little Sister IDs, but will be reported for the Big Sister.
- N - Ignore. The Big Sister ID value will not be modified and the item will not be reported for the Little Sister Ids.

- Ensure that the Big Sister ID has been checked in. If the data has not yet been received, you will receive an error message when you attempt to access the Consolidated Reporter screen for that ID.

4.6.13.2 Defining Big Sister/Little Sister IDs and Percentages

- Display the Control Information screen and select an ID
- Click on the Control Information screen GOTO p-menu option and select Item Data.
- From the Item Data option, select Consolidated Reporters. The screen shown as 4.6.13a will appear.



Figure 4.6.13a Consolidated Reporter screen after BSISID defined.

At this point in the process, only the Big Sister ID (BSISID) has been defined. The screen will show 100% of the reported value assigned to this ID. To assign a percentage of the reported values to subsidiaries/affiliates, add a row to the table for each Little Sister ID (LSID):

- Click the ADD button under the table.
- Type in the ID of the subsidiary/affiliate.
- StEPS will check to ensure:
 - The LSID is valid for the survey.
 - The LSID has not already been reported.
 - The LSID has not already been linked as either a Big Sister or a Little Sister with another ID in the survey.
- If the LSID is not valid, the cell will display the entry in red and a message will alert you to the specific problem.

If the ID is valid you will be able to type in the percent of the value to be assigned to the LSID. Use decimals (e.g. enter 50% as .5). StEPS will allow you to specify a fraction of a percent and will show this fraction in the display (e.g. one eighth or .125 will display as 12.5%) Figure 4.6.13b shows the screen after one LSID has been added.

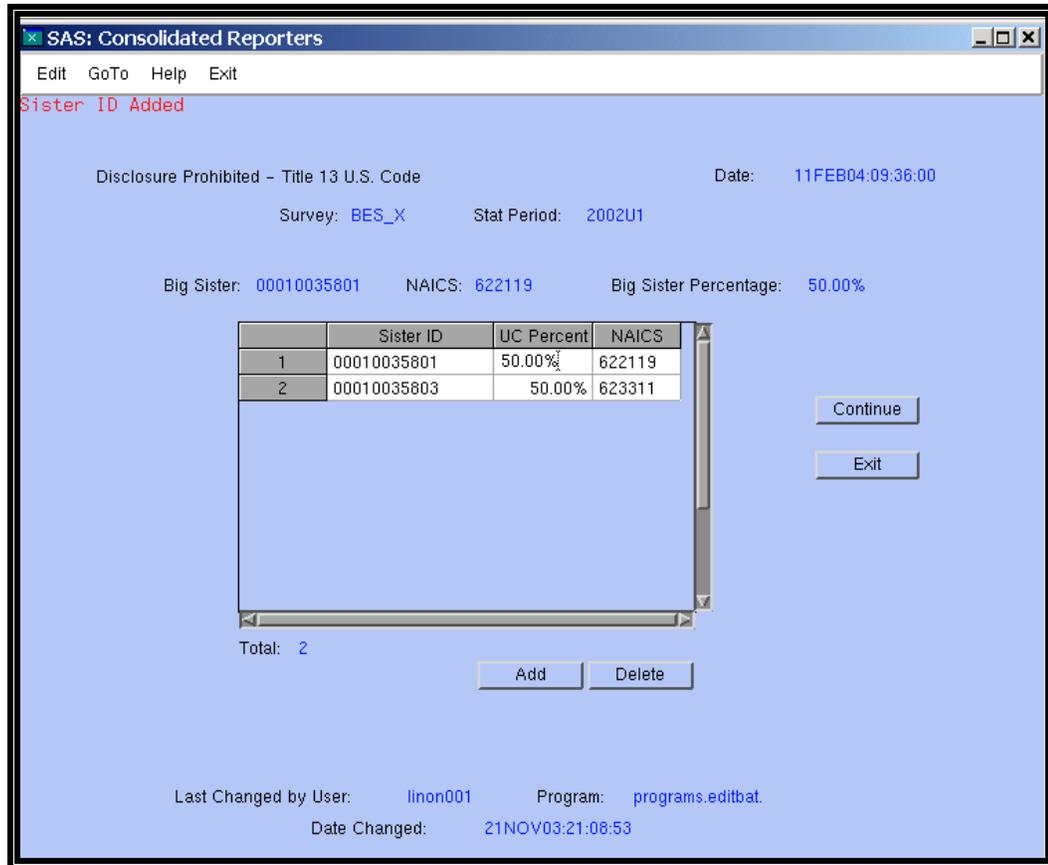


Figure 4.6.13b Consolidated Reporter screen with Big Sister and one Little Sister ID

The information line above the table displays the Big Sister ID, the NAICS code (inserted automatically) and the percentage of the unconsolidated value currently available for the Big Sister [BSISID percent = 100 - (LSIDpercent₁ + LSID percent₂ + LSID_n)]. The sum of the percentages must be equal to 100%. If a percentage is added which causes the Big Sister to report a percent less than zero, the cell will display in red and a message will notify the user of the problem.

After all LSIDs have been added to the table, click the CONTINUE button to display a preview screen showing all Big Sister and Little Sister values that will be imputed based on the percentages specified. This allows you to check the data before continuing. See screen 4.6.13c.

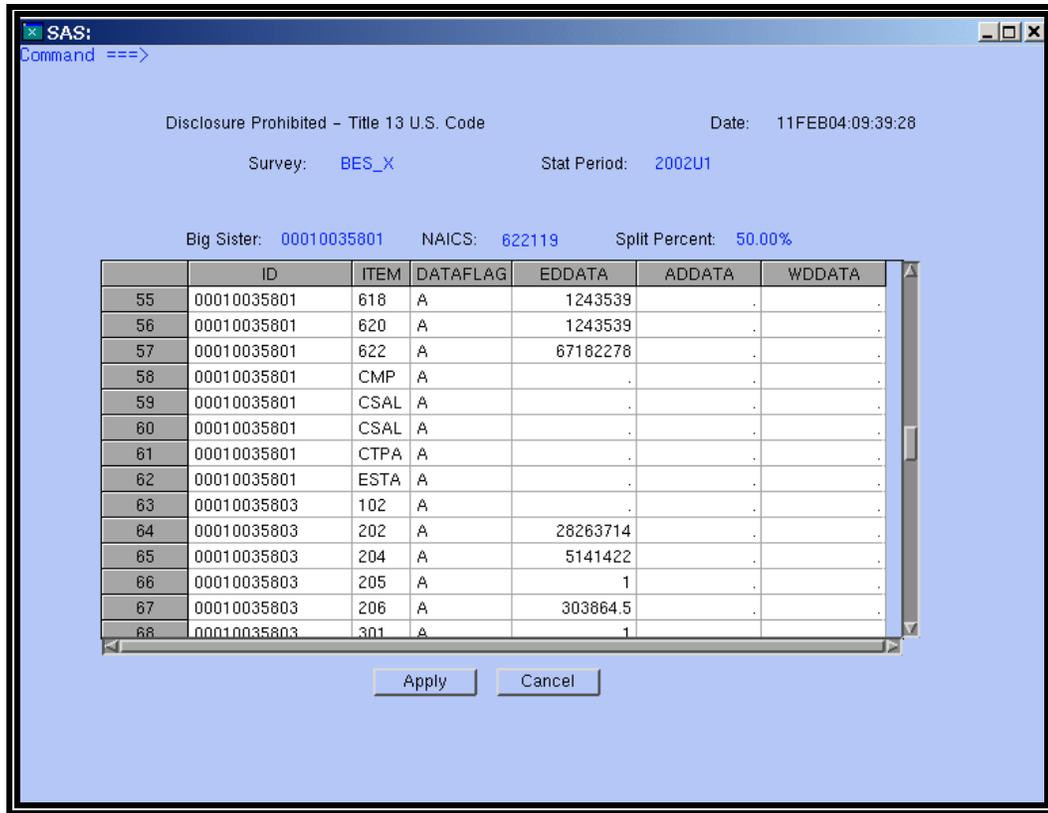


Figure 4.6.13c Screen for Previewing data values for Big Sister (0010035801) and Little Sister (00010035803)

AT THIS POINT NO VALUES HAVE BEEN MODIFIED. To apply the changes to the item file, click the APPLY button. To discard the changes, click CANCEL.

When percentages have been applied via the Consolidated Reporter screen, the ID by Item screen will show the assigned percentage values as reported data.

NOTE: Once the data has been unconsolidated, you cannot adjust the table of sister IDs. The next time the Consolidated Reporter screen is displayed for this Big Sister ID, it will be read-only.

4.6.13.3 Restoring/Adjusting Data Values

There are two ways to modify data values after they have been unconsolidated.

- If you have the proper privileges, you can use the Audit Trail to restore all original values.
- You can use the ID by Item screen to manually adjust the data for the Big Sister and Little Sisters. If you manually adjust data you must set the CONFLG flag on the Control Data (C1) file to M for “missing” for each of the Big Sister and Little Sister IDs.

P-MENUS

P-menu for Control Information Screen

P-Menu	Options	Function
EDIT	Apply corrections (F2) Delete (F6)	Apply corrections to database Delete contents of a field
UTILITIES	Next ID (F5) Previous ID (F4) First ID Last ID Print	Access next ID in selection set Access previous ID in selection set Access first ID in selection set Access last ID in selection set Print screen (Print software required)
GOTO	Control Data ▶ Collection History Mail Group Alternate Reporting Units Status Changes Splits Audit Trail ▶ Control Audit by ID Control Audit by Date Item Data ▶ ID by Item ID by Item CP ID Matrix Item by ID Historical Data ▶ Single Item One or more items Audit Trail ▶ Item Audit by ID Item Audit by Date Data Entry ▶ Basic Data Entry Consolidated Reporters Roster Data ▶ Roster Item Matrix Audit Trail ▶ Roster Audit by ID Roster Audit by Date Respondent Text Special Instructions Notes	Access Collection History screen for this ID Access Mail Group screen Access Alternate Reporting Units screen Access Status Changes screen for this ID Access Splits screen for this ID Access Control Audit by ID screen for this ID Access Control Audit by Date screen Access ID by Item screen for this ID Access ID by Item CP screen for this ID Access ID Matrix screen for this ID Access Item by ID screen Access Historical Data screen for this ID Access Historical Data screen for multiple items Access Item Audit by ID screen for this ID Access Item Audit by Date screen Access the Basic Data Entry screen Access the Consolidated Reporters screen Access the Roster Item Matrix screen for ID Access Roster Audit by ID screen for this ID Access Roster Item Audit by Date screen Access Respondent Text screen for this ID Access the Special Instructions screen Access Notes screen for this ID
HELP	Control Information Help (F1) Function Key Help Whoaml (F7)	Display HELP information for the Control Information screen Display list of function keys and corresponding descriptions Display user default and systems information
EXIT	StEPS Main Menu (Home) Exit (F3)	Return to StEPS Main Menu Exit to previous screen

P-menu for Other Control Variables Screen

P-Menu	Options	Function
EDIT	Apply corrections (F2) Delete (F6)	Apply corrections to database Delete contents of a field
HELP	Control Information Help (F1) Whoaml (F7)	Display HELP information for the Control Information screen Display user default and systems information
EXIT	EXIT (F3)	Exit to previous screen

P-menu for Survey Specific Variables Screens (Master Control File and Stat Period Control File)

P-Menu	Options	Function
EDIT	Apply corrections (F2) Delete (F6)	Apply corrections to database Delete contents of a field
HELP	Survey Specific Review and Correction Help (F1) Whoaml (F7)	Display HELP information for the Survey Specific Variables screens Display user default and systems information
EXIT	EXIT (F3)	Exit to previous screen

P-menu for Consolidated Reporters screen

P-Menu	Options	Function
EDIT	Apply changes (F2)	Apply changes to database
GOTO	ID-by-Item screen (F6) Sister-ID-Table (F12)	Display ID-by-Item screen Display table of Big Sister/Little Sister IDs
HELP	Consolidated Reporters Help (F1) Whoaml (F7)	Display HELP information on using the Consolidated Reporters screen Display user default and systems information
EXIT	StEPS Main Menu (Home) EXIT (F3)	Return to StEPS Main Menu Exit to previous screen